

Sample Transmittal Sheet

Instructions: Follow format below and replace information within brackets {} with appropriate information that applies to your chapter.

NIH POLICY MANUAL

{Chapter Number & Title}

Issuing Office - Phone: {}

Release Date: {MM/DD/YY}

1. **Explanation of Material Transmitted:** {Insert brief statement about chapter content.}

2. **Filing Instructions:**

Remove: {NIH Manual Chapter XXXX dated MM/DD/YY}

Insert: {NIH Manual Chapter XXXX dated MM/DD/YY}

PLEASE NOTE: For information on:

- Content of this chapter, contact the issuing office listed above.
- NIH Manual System, contact the Office of Management Assessment, OM, on 496-2832.
- Online information, enter this URL: <http://www1.od.nih.gov/oma/manualchapters>